

CJIS SUPPLY REQUISITION FORM

Use this form for ordering supplies from the Criminal Justice Information Services Division

To: Federal Bureau of Investigation Attention: Logistical Support Unit (LSU), CJIS Division 1000 Custer Hollow Road Clarksburg, WV 26306			Date
Form Number	Description	Blank Quantity*	Printed Quantity*
FD-249	Arrest and Institution Fingerprint Cards (white card with red ink)		
FD-258	Applicant Fingerprint Cards (white card with blue ink)		
FD-353	Personal Identification Fingerprint Cards		
FD-884	Palm Prints (white card with black ink)		
R-84	Final Disposition Report Form		
I-12	Flash/Cancellation Notice		
I-433a	Supervision Transfer Notice		
ENVELOPES (8 3/4" X 8 3/4" self-addressed)			
	Manila Envelopes: (Used in mailing Criminal & Federal applicant prints)		
	Blue Envelopes: (Use for mailing "direct billing" prints)		
	Green Envelopes: (Used when payment is enclosed with prints)		
	ABA Envelopes with Packing Slip: (Used only by American Bankers Assoc.)		

*Total number of individual cards, forms, envelopes, etc.

Facsimile Orders may be sent to (304) 625-3984

Service Numbers: Questions concerning your **supply orders** may be directed to LSU at (304) 625-3983

For questions regarding the appropriate **selection and use** of materials listed on this form, call (304) 625-2000 and request the **Forms Information Line**.

To speak with someone about available fingerprint **training materials, instructional aids, and/or to order instructional materials**, Call (304) 625-2000, and request the **Fingerprint Training Information Line**.

Please type or print information

ORI Number _____ (must be furnished)

Agency _____ Delivery Hours _____

Agency point of contact & telephone # _____

Complete shipping address (no P.O. Box, if possible) _____

City, State and Zip Code # _____

Please indicate type of delivery: ☐ Outside Building ☐ Inside Building

Please check your supply stock and maintain a minimum of one year's supply.
Allow four to six weeks for shipping. Orders numbering over 100,000 cards should allow sixty days processing and shipping.